

# **STAFFING & COMPENSATION**

## **Staffing and Compensation Plan**

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### **I. EFFECTIVE DATE**

The provisions of this plan shall be effective commencing July 1, 2010 except as it has been or may be amended from time to time by resolution of the City Council and subject to budget limitations established by the Council.

### **II. PURPOSE**

THIS PLAN IS NOT A CONTRACT, NOR IS IT INTENDED TO VEST EMPLOYEES WITH RIGHTS OF EMPLOYMENT OR COMPENSATION OR ANY CAUSE OF ACTION WHATSOEVER. THE PLAN IS SUBJECT TO CHANGE AT ANY TIME BY RESOLUTION OF THE CITY COUNCIL AND IS INTENDED TO DO THE FOLLOWING:

- A. Establish a compensation system whereby the salary ranges are established by market and classification data.
- B. Design the compensation system whereby movement within the salary ranges is determined by individual employee productivity and skills.
- C. Comply with 10-3-818 U.C.A. 1953, relating to the establishment of employee compensation.

### **III. STAFFING**

The Mayor may appoint and hire personnel necessary to carry out the duties and goals of the city within budget limitations as established by the City Council. Current budget staffing is outlined in Attachment B.

### **IV. ELIGIBLE EMPLOYEES**

Eligible employees may be appointed, classified, and compensated under policies and procedures promulgated by the Mayor, within budget limitations established by the Council. All appointed employees, elected officials, and regular, part-time, and seasonal employees are subject to the Sandy City compensation plan as provided herein.

### **V. COMPENSATION PHILOSOPHY**

Sandy City is committed to maintaining employee wage ranges which are competitive with other Wasatch Front communities of comparable size. Annually the Human Resource Office will conduct a wage and benefits survey of the relevant communities. Because not all city positions have matches in the established market, a classification analysis may also be done on each position in conjunction with the market survey.

## **Staffing and Compensation Plan**

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This classification analysis may consider such factors as education and experience requirements, supervisory and financial responsibilities, level of risk in the position, and the analytical requirements of the position. Based on the market and classification analysis, the Mayor's Budget Committee will review wage ranges and recommend changes as appropriate. City Council ranges will be approved by the City Council as part of the annual city budget.

### **VI. WAGES AND SALARIES**

#### **A. Appointed, Regular, and Part-time Status**

Appointed, regular, and part-time employees may be paid within ranges specified for their position and receive insurance, retirement, and other benefits as summarized in Attachment A as established by the Mayor and approved by the City Council.

It is recognized that the Chief Administrative Officer (CAO) and the City Attorney are appointed officers of the city that have been hired under written contract. Such contracts, and the compensation provided thereunder, are hereby ratified and confirmed by the City Council and are hereby made a part of the city's compensation plan. The Mayor may review such contracts annually and execute amendments on behalf of the city if appropriate to conform such agreements more fully with this Plan, as it may be changed from year to year. Copies of such contracts, and any amendments hereof, shall be maintained for public inspection in the office of the City Recorder.

NO OTHER CONTRACTUAL RIGHTS TO EMPLOYMENT OR COMPENSATION ARE INTENDED TO BE CREATED OR RECOGNIZED BY THIS PLAN NOR MAY SUCH RIGHTS BE CREATED EXCEPT THROUGH EXPRESS WRITTEN CONTRACT EXECUTED WITH THE MAYOR, WITHIN CERTIFIED BUDGET APPROPRIATIONS AND CONSISTENT WITH THIS PLAN AND THE REVISED ORDINANCES OF SANDY CITY SECTION 6-7-3.

#### **B. Performance Pay**

A two-tiered performance pay plan structure may be used combining base salary increases and performance and incentive (lump-sum) pay, subject to budget limitations approved by the City Council. The top 5% of each salary range is an incentive step. Employees that reach this portion of their salary range are eligible for annual incentive step (lump-sum) pay up to 5%. Employees that have not reached the incentive step of their salary range are eligible for performance incentive (lump-sum) pay up to 1%.

## **Staffing and Compensation Plan**

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These incentives will be awarded based on attaining positive performance evaluations and predetermined goals.

Employees, regardless of their position in their salary range, are eligible for individual spot awards up to 1%. These awards are for exceptional performance, often on special projects or for performance that so exceeds expectations as to be deserving of an add-on payment.

Incentive payments shall be calculated net of taxes and shall not exceed the limits set forth above for any employee in any one fiscal year, unless approved by the Mayor.

C. Elected Official

The Mayor and City Council members' compensation shall be adjusted annually on July 1 by an amount equivalent to the average pay increase to city employees.

D. Seasonal Employees

A separate pay plan shall be used to compensate seasonal employees. Benefits for seasonal employees shall be established by the Mayor with the approval of the City Council (Attachment A). When the term seasonal is used throughout the budget book in regards to pay or staffing information the term refers to both seasonal and part-time (<20 hours/week) employment classifications.

E. Separation and Severance Pay

Any employee terminating employment with Sandy City is entitled to separation payments for accrued vacation and earned compensatory time plus benefits, as provided by city policy and promulgated by the Mayor, as shown on the payroll records at the time of termination.

The Mayor, at his sole discretion and upon recommendation by a department head, may extend severance payments to employees of the city under the following provisions:

1. The amounts of severance not to exceed an amount equivalent to three months base salary.
2. The compensated employee meets one or more of the following criteria:
  - a. The employee has lost employment with the city due to reduction-in-force, physical or mental disability, or a termination without cause.

## **Staffing and Compensation Plan**

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- b. The employee is eligible for retirement under the Utah State Retirement System, provided that retirement is entirely voluntary by the employee and the employee's department can demonstrate a savings to the city which is at least equivalent to the amount of the additional severance benefit.
- 3. Any severance payments may be conditional, as determined by the Mayor, and must be made from actual and current budget appropriations as approved by the City Council.
- 4. Such payments may be in the form of a single lump-sum payment, periodic cash payments, insurance benefits, annuity, or other similar forms.
- 5. It is negotiated with the employee that receipt of any such payments shall be conditioned upon the compensated employee waiving any claims against the city relating to the termination of employment.

Additional severance payments in excess of three months must be approved in advance by the City Council.

### **F. Miscellaneous Compensation Provisions**

Subsection E shall not vest any employee with severance payment rights or restrict the CAO from classifying, reclassifying, advancing, or terminating city employees under policies and procedures promulgated by the Mayor.

## **VII. PAY PREMIUMS, DIFFERENTIALS, AND ALLOWANCES**

In addition to compensation provided under Section III, eligible employees of the city shall receive the following benefits:

### **A. Overtime and Gaptime Compensation**

Eligible employees who are authorized and required by their supervisors to perform city work on an overtime basis shall be compensated by pay or compensatory time off at rates and procedures established by city policy and procedure in accordance with federal regulations.

## **Staffing and Compensation Plan**

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In no case shall overtime compensation exceed the rate of 1½ times an employee's regular hourly rate of pay. Gaptime shall not exceed an employee's regular hourly rate of pay.

[NOTE: Gaptime is straight time overtime.]

**B. Certification, Education Assistance, Incentive Pay**

The Mayor may adopt programs to promote employee education and training, provided that all education assistance and education compensation incentives under such programs are authorized within appropriate budget limitations established by the City Council and administered in accordance with applicable Federal and State statutes.

**C. Differential Pay**

The Mayor may adopt programs to reward employees for the performance of assigned duties which may not be permanently assigned and/or are additions to the normal or regular duties of the employee's position.

**D. On-Call Pay**

Any department required to provide 24-hour emergency response service may pay a special fixed amount of pay for employees to remain available to respond while otherwise off-duty. Such programs must be approved by the Mayor and paid from budget appropriations as approved by the City Council.

**E. Other Allowances**

**1. Automobiles**

- a. The Mayor may authorize under city policy an eligible employee to utilize a city vehicle on a take-home basis, and shall, as a condition of receipt, require eligible employees to report usage to the city and to report a portion of the take-home vehicle cost as a taxable benefit or to pay reasonable expenses.
- b. A car allowance may be paid to department heads and other eligible employees, within budgetary limitations established by the City Council, but in no case to exceed \$493.00 per month. Such payment shall be in lieu of local mileage allowance or an assigned city vehicle. The rate shall be determined based upon annual driving requirements of the position and for the inflationary increase of the cost of vehicle operation.

[This plan does not create employment or compensation rights.]

## **Staffing and Compensation Plan**

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### **c. Mileage Reimbursement**

Some employees may be required to use their personal automobile for business purposes. Mileage for business use shall be reimbursed at the current IRS authorized rate.

### **2. Uniforms and Tools**

Eligible employees may be provided uniforms and tools or receive an allowance for the procurement of uniforms and tools within policies and procedures established by the Mayor. Each employee shall be responsible for the care and maintenance of uniforms and tools in his/her charge.

### **3. Cell Phones**

In accordance with policies and procedures established by the Mayor, employees may receive an allowance to compensate them for using their personal cell phone to regularly conduct city business. No cell phone allowance shall exceed \$40.00 per month unless approved separately by the Chief Administrative Officer.

## **VIII. LEAVES OF ABSENCE**

Eligible employees may receive scheduled and emergency leaves of absence, with supervisor approval. The specific terms and conditions upon which such leaves are to be made available to appointed, elected, regular, and part-time employees, including holidays, vacations, family and medical leave, bereavement leave, military leave, jury duty leave, bonus leave, administrative leave, and leave without pay shall be administered by policies and procedures promulgated by the Mayor.

## **IX. INSURANCE**

### **A. Group Insurance**

Appointed, regular, and part-time employees and elected officials of the city may participate in the city's group insurance in conformity with and under the terms of each insurance plan adopted by the Mayor and approved by the City Council.

The city may provide a fixed benefit allowance, Health Savings Account (HSA) contribution, Health Reimbursement Arrangement (HRA) contribution or cafeteria credit as detailed in Attachment A to each appointed, regular and part-time employee and elected official.

## **Staffing and Compensation Plan**

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The city may deduct from each applicable payroll all monies, including cafeteria credits and other employee benefit dollars or wages, necessary to fund employee cost of insurance coverage and make all payments necessary to fund the plan within budget limitations established by the City Council.

Life and disability insurance may be provided for all eligible employees.

Group Insurance includes:

1. Health and Dental Insurance
2. Group Employee Life Insurance
3. Disability Insurance

B. Worker's Compensation

In addition to the foregoing, the Mayor may provide for worker's compensation coverage to the city's workforce including seasonal, volunteers, and court assigned workers under applicable provisions of State statute, and other service related disability plans compensating appointed, elected, and career employees of the city who are permanently and totally disabled while in the discharge of official duties.

C. Unemployment Insurance

The city will provide unemployment benefits as provided by State law to employees who lose their employment with the city under terms and conditions established by State law and regulation.

X. RETIREMENT

A. Social Security

Sandy City has elected to exempt itself from participation in the Federal Social Security System with the exception of Medicare provisions for employees hired after April 1, 1986.



## **Staffing and Compensation Plan**

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### **B. Retirement Programs**

The city may, in accordance with applicable state and federal laws, permit or require the participation of appointed, elected, regular, part-time, and seasonal employees in retirement programs as approved by the City Council. Such programs include:

1. The Utah Public Safety Retirement System
2. The Utah Firefighters Retirement System
3. The Utah State Public Employees Retirement System
4. Deferred Compensation Programs, including IRS approved 401(k) or 457 plans
5. IRS approved Retirement Health Savings (RHS) plans
6. IRS approved Health Savings (RHS) plans
7. A Medical Retirement Plan funded by individual Retiree Health Savings (RHS) accounts.

The Mayor may make direct retirement contributions to designated employee groups in accordance with established RHS plan documents, provided that any such contribution together with performance pay shall not exceed the limitations of Section VI. B.

The city may, at the request of any eligible employee, deduct additional funds for approved deferred compensation programs for the employee subject to federal Internal Revenue Service guidelines and limitations.

## **XI. SCHEDULE OF GROUP BENEFITS**

### **A. Benefits Funded by City - See Attachment A.**

	PUBLIC		PUBLIC SAFETY		APPOINTED & ELECTED		SEASONAL & PART-TIME <20 HRS/WK
VARIABLE BENEFITS	NON CONTRIB.	CONTRIB.	POLICE OFFICERS	FIRE FIGHTERS	APPOINTED & MAYOR	CITY COUNCIL	SEASONAL & PART-TIME <20 HRS/WK
Retirement							
Utah State (Tier 1)							
Normal Cost	11.18%	11.10%	21.56%	16.18%	N/A	N/A	N/A
Amortization of Unfunded Liability <sup>1</sup>	2.59%	4.66%	7.08%	N/A	N/A	N/A	N/A
ICMA RC 401(k)	4.18%	2.19%	N/A	1.77%	17.95%	8.05%	N/A
ICMA RC 457	N/A	N/A	N/A	N/A	N/A	N/A	7.50%
Disability Insurance	0.45%	0.45%	0.45%	0.45%	0.45%	0.45%	N/A
Worker's Compensation	1.17%	1.17%	1.17%	1.17%	1.17%	1.17%	1.17%
Unemployment Insurance	0.17%	0.17%	0.17%	0.17%	0.17%	N/A	0.17%
Medicare	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%
(If hired 4/1/86 or after)							
Total % paid on gross earnings	21.19%	21.19%	31.88%	21.19%	21.19%	11.12%	10.29%

FIXED BENEFITS	ELECTED, APPOINTED, REGULAR & PART-TIME >=20 HRS/WK			SEASONAL & PART-TIME <20 HRS/WK
	Single	Two-Party	Family	
Annual Benefit Allowance <sup>2</sup>				
Full-Time	\$5,700	\$9,120	\$12,540	N/A
Part-Time <sup>3</sup>	\$2,850 - \$4,987	\$4,560 - \$7,980	\$6,270 - \$10,972	N/A
Waive Medical Coverage <sup>4</sup>	\$1,250	\$1,250	\$1,250	N/A
Annual Medical Insurance Premium <sup>5</sup>				
Select Value \$1,200/\$2,400 Ded	\$4,052	\$7,039	\$10,171	N/A
Select Value \$3,000/\$6,000 Ded	\$3,289	\$5,713	\$8,256	N/A
Select Med Plus \$1,200/\$2,400 Ded	\$4,252	\$7,387	\$10,673	N/A
Select Med Plus \$3,000/\$6,000 Ded	\$3,451	\$5,995	\$8,662	N/A
Select Care Plus \$1,200/\$2,400 Ded	\$4,463	\$7,756	\$11,207	N/A
Select Care Plus \$3,000/\$6,000 Ded	\$3,623	\$6,294	\$9,095	N/A
Annual Dental Insurance Premium				
Dental Select Silver	\$60	\$84	\$132	N/A
Dental Select Gold	\$174	\$348	\$522	N/A
Dental Select Platinum	\$482	\$962	\$1,443	N/A
Annual Health Savings Account (HSA) / Health Reimbursement Arrangement (HRA) Contribution	Amount determined by subtracting the medical and dental election from the allowance			N/A
Other Paid Benefits (annually)				
Employee Assistance Program (EAP)	\$18.00	\$18.00	\$18.00	N/A
Life Insurance Premium				
Regular & Appointed	\$74.40	\$74.40	\$74.40	N/A
Part-Time & Elected	\$37.20	\$37.20	\$37.20	N/A
Life Insurance Coverage				
Regular & Appointed	\$50,000	\$50,000	\$50,000	N/A
Part-Time & Elected	\$25,000	\$25,000	\$25,000	N/A
ANNUAL AMOUNTS ARE PAID SEMI-MONTHLY (24 PAY PERIODS PER YEAR)				

## Notes:

1. This charge applies to all public employees and police officers participating in the Utah Retirement System.

2. The Annual Benefit Allowance is used to fund medical and dental insurance. Any balance remaining will be contributed to an HSA. If an employee is ineligible to open an HSA, the amount will be contributed to an HRA. If there is a negative balance remaining, this amount will be the employee's portion of the premium.

3. All employees who are part-time as of July 1, 2010 receive a pro-rated amount of the full-time benefit allowance based on the number of hours a week they are regularly scheduled to work for the year. For example, a 20 hrs/wk employee taking family coverage will receive a benefit allowance of \$6,270, which is 50% of the full-time benefit allowance for a family. An employee scheduled to work 30 hrs/wk will receive 75% of the full-time family benefit allowance, which is \$9,405.

Employees who are part-time before July 1, 2010 will receive the frozen FY2011 benefit allowance amounts or a pro-rated amount of the full-time allowance based on the number of hours they are scheduled to work, whichever is greater. Eventually, benefit allowances for all part-time employees will be calculated as a pro-rated amount of the full-time allowance. FY2012 allowances for part-time employees hired before July 1, 2010 are shown below.

	Single	Two-Party	Family
20-29 hrs/wk	\$3,750	\$6,000	\$8,250
30 hrs/wk	\$4,275	\$6,840	\$9,405
35 hrs/wk	\$4,987	\$7,980	\$10,972

4. Waiving medical coverage requires that an employee sign a medical insurance waiver form and show proof of other coverage. Before doing so, an employee should talk with someone in the Human Resources Division about the potential benefits of coordinating the city's plan with his/her alternate coverage.

5. Rates also apply to qualified retired employees.

\* Sandy City Corp. reserves the right to modify these benefits at times and in ways deemed appropriate and necessary to meet the needs of the City and its employees generally.

	PUBLIC	PUBLIC SAFETY		ELECTED OFFICIALS		SEASONAL & PART-TIME <20 HRS/WK
VARIABLE BENEFITS	PUBLIC	POLICE OFFICERS	FIRE FIGHTERS	MAYOR	CITY COUNCIL	SEASONAL & PART-TIME <20 HRS/WK
Retirement						
Utah State (Tier 2) <sup>1</sup>	10.15%	12.19%	12.19%	10.15%	10.15%	N/A
ICMA RC 401(k) <sup>2</sup>	2.00%	2.00%	2.00%	2.00%	2.00%	N/A
ICMA RC 457	N/A	N/A	N/A	N/A	N/A	7.50%
Disability Insurance	0.45%	0.45%	0.45%	0.45%	0.45%	N/A
Worker's Compensation	1.17%	1.17%	1.17%	1.17%	1.17%	1.17%
Unemployment Insurance	0.17%	0.17%	0.17%	N/A	N/A	0.17%
Medicare	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%
Total % Offered on Gross Earnings	15.39%	17.43%	17.43%	15.22%	15.22%	10.29%

FIXED BENEFITS	ELECTED, APPOINTED, REGULAR & PART-TIME >=20 HRS/WK			SEASONAL & PART-TIME <20 HRS/WK
Annual Benefit Allowance <sup>3</sup>	Single	Two-Party	Family	
Full-Time	\$5,700	\$9,120	\$12,540	N/A
Part-Time <sup>4</sup>	\$2,850 - \$4,987	\$4,560 - \$7,980	\$6,270 - \$10,972	N/A
Waive Medical Coverage <sup>5</sup>	\$1,250	\$1,250	\$1,250	N/A
Annual Medical Insurance Premium <sup>6</sup>				
Select Value \$1,200/\$2,400 Ded	\$4,052	\$7,039	\$10,171	N/A
Select Value \$3,000/\$6,000 Ded	\$3,289	\$5,713	\$8,256	N/A
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Annual Dental Insurance Premium				
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Annual Health Savings Account (HSA) / Health Reimbursement Arrangement (HRA) Contribution	Amount determined by subtracting the medical and dental election from the allowance			N/A
Other Paid Benefits (annually)				
Employee Assistance Program (EAP)	\$18.00	\$18.00	\$18.00	N/A
Life Insurance Premium				
Regular & Appointed	\$74.40	\$74.40	\$74.40	N/A
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Life Insurance Coverage				
Regular & Appointed	\$50,000	\$50,000	\$50,000	N/A
Part-Time & Elected	\$25,000	\$25,000	\$25,000	N/A
ANNUAL AMOUNTS ARE PAID SEMI-MONTHLY (24 PAY PERIODS PER YEAR)				

## Notes:

1. Employees can choose a defined contribution plan or a defined benefit/defined contribution-hybrid plan. Employees may be required to contribute to the hybrid plan if the contribution rate increases above 10% for Public Employees or 12% for Police Officers and Firefighters. The 10.15% and 12.19% rate for these systems consists of 10% and 12% for the respective retirement benefits and .15% and .19% for death benefits.

2. The city does not participate in Social Security. As a replacement, the city will match an employee's contribution up to 2%.

3. The Annual Benefit Allowance is used to fund medical and dental insurance. Any balance remaining will be contributed to an HSA. If an employee is ineligible to open an HSA, the amount will be contributed to an HRA. If there is a negative balance remaining, this amount will be the employee's portion of the premium.

4. All employees who are part-time as of July 1, 2010 receive a pro-rated amount of the full-time benefit allowance based on the number of hours a week they are regularly scheduled to work for the year. For example, a 20 hrs/wk employee taking family coverage will receive a benefit allowance of \$6,270, which is 50% of the full-time benefit allowance for a family. An employee scheduled to work 30 hrs/wk will receive 75% of the full-time family benefit allowance, which is \$9,405.

5. Waiving medical coverage requires that an employee sign a medical insurance waiver form and show proof of other coverage. Before doing so, an employee should talk with someone in the Human Resources Division about the potential benefits of coordinating the city's plan with his/her alternate coverage.

6. Rates also apply to qualified retired employees.

\* Sandy City Corporation reserves the right to modify these benefits at times and in ways deemed appropriate and necessary to meet the needs of the City and its employees generally.

## Attachment B

## Summary Staffing Plan

Department/Division	Elected Officials	Appointed - Category 1 & 2	Appointed - Category 3	Appointed - Other	Regular	Part- Time	Seasonal	Total
<b>Mayor</b>	<b>1.00</b>	<b>2.00</b>	<b>0.10</b>		<b>0.25</b>		<b>0.26</b>	<b>3.61</b>
<b>City Administrator</b>		<b>2.75</b>			<b>0.25</b>		<b>0.13</b>	<b>3.13</b>
<b>Community Events &amp; Arts Guild</b>				<b>1.00</b>	<b>3.00</b>	<b>0.69</b>	<b>3.82</b>	<b>8.51</b>
<b>HR and Mgmt. Services</b>		<b>2.00</b>			<b>10.75</b>	<b>1.63</b>	<b>6.27</b>	<b>20.65</b>
Building Services					6.00	1.63	6.27	13.90
City Recorder		1.00			0.75			1.75
Human Resources		1.00			4.00			5.00
<b>Risk Management</b>		<b>1.00</b>			<b>1.25</b>			<b>2.25</b>
<b>Emergency Management</b>					<b>1.00</b>			<b>1.00</b>
<b>City Council</b>	<b>7.00</b>	<b>1.00</b>			<b>2.00</b>			<b>10.00</b>
<b>City Attorney</b>		<b>3.00</b>			<b>6.00</b>	<b>0.80</b>	<b>0.25</b>	<b>10.05</b>
<b>Justice Court</b>		<b>2.60</b>			<b>11.00</b>	<b>1.00</b>	<b>0.69</b>	<b>15.29</b>
<b>Finance &amp; Information Services</b>		<b>3.00</b>			<b>24.00</b>	<b>1.75</b>		<b>28.75</b>
Administration		1.00			1.00			2.00
Financial Services		1.00			14.00	1.25		16.25
Budget Services					3.00	0.50		3.50
Information Services		1.00			6.00			7.00
<b>Non Departmental</b>		<b>1.25</b>			<b>2.50</b>			<b>3.75</b>
<b>Police</b>		<b>4.00</b>	<b>1.00</b>		<b>137.00</b>	<b>3.00</b>	<b>8.05</b>	<b>153.05</b>
Police		4.00	1.00		129.00	3.00	8.05	145.05
Animal Services					8.00			8.00
<b>Fire</b>		<b>2.00</b>	<b>0.49</b>		<b>73.00</b>		<b>1.17</b>	<b>76.66</b>
<b>Public Works</b>		<b>3.00</b>			<b>49.33</b>		<b>1.23</b>	<b>53.56</b>
Public Works Administration		1.00			1.00		0.01	2.01
Public Works Support Services		1.00			1.00			2.00
Streets					21.00		0.33	21.33
Engineering		1.00			9.33			10.33
Transportation					4.00		0.01	4.01
Bulky Waste					4.00			4.00
Fleet					9.00		0.88	9.88
<b>Parks &amp; Recreation</b>		<b>2.00</b>			<b>39.00</b>	<b>2.88</b>	<b>52.85</b>	<b>96.73</b>
Department Administration		2.00			1.00			3.00
Parks & Cemetery					21.00	1.25	18.78	41.03
Senior Citizens						0.88	0.14	1.02
Recreation Division					5.00		8.02	13.02
Alta Canyon Sports Center					6.00	0.75	19.74	26.49
Golf Course					6.00		6.17	12.17
<b>Community Development</b>		<b>2.00</b>			<b>22.34</b>		<b>0.12</b>	<b>24.46</b>
Department Administration		2.00			2.00			4.00
Planning					7.15		0.12	7.27
CDBG					0.62			0.62
Building & Safety					12.57			12.57
<b>Redevelopment</b>		<b>1.00</b>			<b>1.00</b>	<b>-</b>		<b>2.00</b>
<b>Public Utilities</b>		<b>4.00</b>			<b>52.00</b>	<b>0.50</b>	<b>6.24</b>	<b>62.74</b>
Electric Utility					3.00			3.00
Storm Water Operations					11.90		5.40	17.30
Storm Water Expansion					3.25			3.25
Water Expansion & Replacement		1.00			12.75			13.75
Water Operations		3.00			21.10	0.50	0.84	25.44
<b>Totals</b>	<b>8.00</b>	<b>36.60</b>	<b>1.59</b>	<b>1.00</b>	<b>435.67</b>	<b>12.25</b>	<b>81.08</b>	<b>576.19</b>

## Attachment C

## Historical Summary Staffing Plan

Department/Division	2008 Approved	2009 Approved	2010 Approved	2011 Approved	2012 Approved
<b>Mayor</b>	<b>4.11</b>	<b>4.11</b>	<b>3.52</b>	<b>3.61</b>	<b>3.61</b>
<b>City Administrator</b>	<b>3.42</b>	<b>3.42</b>	<b>3.13</b>	<b>3.13</b>	<b>3.13</b>
<b>Community Events &amp; Arts Guild</b>	<b>9.70</b>	<b>9.70</b>	<b>9.45</b>	<b>7.85</b>	<b>8.51</b>
<b>Human Resources and Mgmt. Services</b>	<b>22.07</b>	<b>22.07</b>	<b>21.91</b>	<b>21.59</b>	<b>20.65</b>
Building Services	14.38	14.38	14.22	13.90	13.90
City Recorder	2.00	2.00	2.00	2.00	1.75
Human Resources	5.69	5.69	5.69	5.69	5.00
<b>Risk Management</b>	<b>2.50</b>	<b>2.67</b>	<b>2.50</b>	<b>2.50</b>	<b>2.25</b>
<b>Emergency Management</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>City Council</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>City Attorney</b>	<b>10.20</b>	<b>10.20</b>	<b>10.08</b>	<b>10.05</b>	<b>10.05</b>
<b>Justice Court</b>	<b>16.85</b>	<b>16.85</b>	<b>16.24</b>	<b>15.79</b>	<b>15.29</b>
<b>Finance and Information Services</b>	<b>30.75</b>	<b>30.75</b>	<b>30.75</b>	<b>30.75</b>	<b>28.75</b>
Administration	2.00	2.00	3.00	3.00	2.00
Financial Services	17.25	17.25	16.25	16.25	16.25
Budget Services	3.50	3.50	3.50	3.50	3.50
Information Services	8.00	8.00	8.00	8.00	7.00
<b>Non Departmental</b>	<b>3.75</b>	<b>2.75</b>	<b>2.54</b>	<b>3.75</b>	<b>3.75</b>
<b>Police</b>	<b>173.17</b>	<b>170.17</b>	<b>172.36</b>	<b>164.05</b>	<b>153.05</b>
Police	161.86	161.86	164.05	156.05	145.05
Federal Grant Officers	3.00	-	-	-	-
Animal Services	8.31	8.31	8.31	8.00	8.00
<b>Fire</b>	<b>80.84</b>	<b>80.84</b>	<b>79.32</b>	<b>78.64</b>	<b>76.66</b>
<b>Public Works</b>	<b>58.63</b>	<b>58.63</b>	<b>57.07</b>	<b>56.56</b>	<b>53.56</b>
Public Works Administration	2.10	2.10	2.05	2.01	2.01
Public Works Support Services	3.00	3.00	3.00	3.00	2.00
Streets	23.47	23.47	22.90	22.33	21.33
Engineering	10.33	10.33	10.33	10.33	10.33
Transportation	4.73	4.73	4.07	4.01	4.01
Bulky Waste	4.00	4.00	4.00	4.00	4.00
Fleet	11.00	11.00	10.72	10.88	9.88
<b>Parks &amp; Recreation</b>	<b>126.68</b>	<b>126.68</b>	<b>126.66</b>	<b>96.69</b>	<b>96.73</b>
Department Administration	3.00	3.00	3.00	3.00	3.00
Parks & Cemetery	49.81	49.81	49.81	41.03	41.03
Senior Citizens	1.00	1.00	0.98	0.98	1.02
Recreation Division	28.08	28.08	28.08	13.02	13.02
Alta Canyon Sports Center	23.79	23.79	23.79	26.49	26.49
Golf Course	21.00	21.00	21.00	12.17	12.17
<b>Community Development</b>	<b>26.91</b>	<b>27.91</b>	<b>25.91</b>	<b>25.79</b>	<b>24.46</b>
Department Administration	4.79	4.79	3.79	4.00	4.00
Planning	8.54	8.54	8.54	8.21	7.27
CDBG	0.68	0.68	0.68	0.68	0.62
Building & Safety	12.90	13.90	12.90	12.90	12.57
<b>Redevelopment</b>	<b>3.71</b>	<b>3.71</b>	<b>3.92</b>	<b>2.00</b>	<b>2.00</b>
<b>Public Utilities</b>	<b>65.02</b>	<b>65.02</b>	<b>62.40</b>	<b>63.14</b>	<b>62.74</b>
Electric Utility	3.20	3.20	3.20	3.00	3.00
Storm Water Operations	17.20	17.20	16.90	17.70	17.30
Storm Water Expansion	3.25	3.25	3.25	3.25	3.25
Water Expansion & Replacement	14.75	14.75	13.75	13.75	13.75
Water Operations	26.62	26.62	25.30	25.44	25.44
<b>Totals</b>	<b>649.31</b>	<b>646.48</b>	<b>638.76</b>	<b>596.89</b>	<b>576.19</b>

## Attachment D

## Summary of Appointed Positions

Department/Division	Category 1*	Category 2*	Category 3*	Other*	Total
<b>Mayor</b>	<b>2.00</b>	<b>-</b>	<b>0.10</b>	<b>-</b>	<b>2.10</b>
Deputy to the Mayor	1.00				
Senior Advisor to the Mayor	0.50				
Mayor's Office Manager	0.50				
Community Liason			0.10		
<b>City Administrator</b>	<b>2.75</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.75</b>
Chief Administrative Officer	1.00				
Assistant Chief Administrative Officer	1.25				
Mayor's Office Manager	0.50				
<b>HR and Mgmt. Services</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>2.00</b>
HR & MS Director		1.00			
City Recorder	1.00				
<b>Risk Management</b>	<b>-</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>1.00</b>
Risk Manager / Fund Counsel		1.00			
<b>Community Events</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>
Community Events Director <sup>2</sup>				1.00	
<b>City Council</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>
City Council Executive Director <sup>1</sup>	1.00				
<b>City Attorney</b>	<b>2.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>3.00</b>
City Attorney	1.00				
Deputy City Attorney <sup>1</sup>	1.00				
City Prosecutor <sup>1</sup>		1.00			
<b>Justice Court</b>	<b>2.60</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.60</b>
Justice Court Judge	1.60				
Justice Court Administrator	1.00				
<b>Finance &amp; Information Services</b>	<b>2.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>3.00</b>
Finance and Information Services Director	1.00				
City Treasurer	1.00				
Information Services Director		1.00			
<b>Non Departmental</b>	<b>1.25</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.25</b>
Assistant Chief Administrative Officer	0.75				
Senior Advisor to the Mayor	0.50				
<b>Police</b>	<b>1.00</b>	<b>3.00</b>	<b>1.00</b>	<b>-</b>	<b>5.00</b>
Police Chief	1.00				
Police Captain		3.00			
Volunteer Coordinator/Victim Advocate			1.00		
<b>Fire</b>	<b>2.00</b>	<b>-</b>	<b>0.49</b>	<b>-</b>	<b>2.49</b>
Fire Chief	1.00				
Deputy Fire Chief	1.00				
Fire Code / Investigator Advisor			0.49		
<b>Public Works</b>	<b>3.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.00</b>
Public Works Director	1.00				
Assistant Public Works Director <sup>1</sup>	1.00				
City Engineer	1.00				
<b>Parks &amp; Recreation</b>	<b>2.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.00</b>
Parks and Recreation Director	1.00				
Assistant Parks and Recreation Director	1.00				
<b>Community Development</b>	<b>2.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.00</b>
Community Development Director	1.00				
Assistant Comm. Dev. Director	1.00				
<b>Redevelopment</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>
Economic Development/RDA Director	1.00				
<b>Public Utilities</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>	<b>-</b>	<b>4.00</b>
Public Utilities Director	1.00				
Assistant Public Utilities Director	1.00				
Public Utilities Operations Manager		1.00			
Public Utilities Engineering Manager <sup>1</sup>		1.00			
<b>Totals</b>	<b>27.60</b>	<b>9.00</b>	<b>1.59</b>	<b>1.00</b>	<b>39.19</b>

1. Current incumbent has Regular Employee status. Upon attrition, new hire will have Appointed status.

2. Current incumbent has Appointed Status. Upon attrition, new hire will have Regular Employee status.

\* Pursuant to the Revised Ordinances of Sandy City section 6-7-3.

